1999
CAP WING ASSESSMENT GUIDE

Possible QAFA Grades & Important terms

Outstanding (O): Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

Excellent (E): Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

Satisfactory (S): Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

Marginal (M): Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

Unsatisfactory (U): Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

Benchmark Candidate--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

Commendable Item--A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

Finding--A significant deficiency that requires specific answers to HQ CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (*) or, if potential for FWA exists, a double asterisk (**). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required.

Observation--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

Open Item--An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and HQ CAP-USAF/IG has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

Repeat Finding--A finding reported in the units previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

1 January 1999

MEMORANDUM FOR CAP WINGS AND LIAISON OFFICES

FROM: HQ CAP-USAF/IG
        105 South Hansell Street
        Maxwell AFB AL 36112-6332

SUBJECT: Wing Assessment Guide

1.   Attached is the 1999 CAP Wing Assessment Guide (WAG).   It is a compilation of the guides used in 1997 and 1998 to assess 37 wings. Many recommended changes from the CAP Headquarters, Regions, and Wings were incorporated. The changes were minor in nature. Tab V, the LO/LNCO Program was moved back into the wing guide to reduce workload. This guide replaces the yellow 1 Dec 97 Wing Assessment Guide and the green 15 Dec 97 Liaison Office Assessment Guide. Feel free to locally modify this guide for wing self-assessment purposes. Each wing will be provided five copies of this guide plus a "3.5" computer disk containing the guide in the Rich Text format. Local reproduction and distribution are encouraged.

2.   See the inside back cover for making recommendations for changes. Changes will be published by the page insert method.

(*Electronic Version*)

JIMMY D. FARRIS, Lt Col, USAF
Inspector General

Attachment:
CAP Wing Assessment Guide

CAP WING ASSESSMENT GUIDE INDEX

1. How do you ensure all essential wing positions are filled with trained personnel? (CAPR 35-1)
    a. Cadets?
    b. Seniors? (CAPR 35-2, para 2 & CAPR 62-1, para 2a)

2.   How do you ensure mandated training is accomplished?   (Cadet Protection, etc.) (CAPR 35-1, 50-15, CAPM 50-16, 50-17, 50-18 & CAPP 2XX)

3. Tell me about your ground and flying safety records over the past 3 years. (CAPR 62-1, para 2b, 2e and 2f) To what do you attribute your success or problems? What changes have you made as a commander? How have you implemented Operational Risk Management into CAP operations?

4. Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years and tell me how you've implemented Membership 2000. To what do you attribute your success or shortfall? How do you encourage parental participation? How does your Public Affairs staff assist in both recruiting and retention? (CAPM 190-1, para 3-4, CAPP 33-1).

5. Describe the recent, current, and future actions of your facilities board, group or committee.

6. Describe your internal communications procedures.
    a. Frequency of wing staff meetings, conference calls, etc., written minutes.
    b. Budget planning, review, and execution. Do you receive state appropriations? If so, how are those funds primarily used? How do you ensure that reimbursements are not duplicated by state and federal government funding?
    c. How good are your internal procedures for safeguarding supplies and equipment against theft or misuse? (CAPR 66-1, para 5; CAPM 67-1, Ch 2; and CAPR 55-1, para 1-20)
    d. How often do you and your staff visit subordinate units and what are the purposes of these visits? (CAPR 123-3, para 9)
    e. How do you ensure your wing files disposition plan meets your need for continuity?(CAPR 10-2, para 4, 7, 8, 14, 15, and 16)

7. Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies. (CAPR 55-1, para 3.3, 4-3, 5-5, and q.1a.f)

8. Describe your relationship with US Customs, Drug Enforcement Agency (DEA), Immigration and Naturalization Service (INS) and state and local drug and law enforcement agencies. How satisfied are these agencies with your wing's mission results? (CAPR 50-15, para 2-4-g, h, j; and CAPR 55-1, para 1-15 and 7-1a)

9. How do you ensure your wing's flight release program protects CAP member's benefits in the event of an accident? (CAPR 60-1, Ch 5)

10. Describe your process for handling IG and Fraud, Waste and Abuse complaints.(CAPR 123-2, para 2 and 6)

11. Describe your discrimination and sexual harassment policies. (CAPR 39-1, para 2a)

12. Describe your relationship with your LO/LNCO.

13. How has your wing embraced Air Force, corporate, or traditional style quality initiatives, either formally or informally?
    a. Identifying customers
    b. Identifying processes
    c. Strategic planning
        (1) Mission or vision
        (2) Goals and objectives
        (3) Mission statement
    d. How are you formally or informally trying to improve how you do business (metrics, benchmarking, building on successes)? What successes have you had to date?
    e. How and when do you periodically review your quality program?

14. What assistance do you need from HQ CAP? HQ CAP-USAF? Your CAP Region? Your CAP-USAF Liaison region?

1. How do you ensure you meet customer needs.
    a. Are publications posted correctly? (CAPR 5-4, para 1g)
    b. Are publications and forms spot-checked every 6 months and spot-checks documented? (CAPR 5-4, para 2a)
    c. Are supplements and OIs kept to an absolute minimum? (CAPR 5-4, para 3)
    d. Are procedures in place to ensure the most cost-effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters? (CAPR 10-1, para 2d)
    e. Are administrative communications clear and concise? (CAPR 10-1, para 3a)
    f. Are letters prepared in proper style? (CAPR 10-1, para 4a/4b)
    g. Does wing letterhead contain required information/format? (CAPR 10-1, para 5a & 5b)
    h. What procedures are there to ensure prompt action on all communications. (CAPR 10-1, para 6)
    i. Are records filed properly? (CAPR 10-2, para 3)
    j. Are record cut-off instructions followed? (CAPR 10-2, para 12)
    k. Are records screened for historical significance? (CAPR 10-2, para 15)
    l. Are administrative authorizations prepared in proper format? (CAPR 10-3, para 3)

2. Are electronic methods used in processing your administration program?

3. How is your suspense control managed?

4. How do you determine the effectiveness of your wing administration program.
    a. What are your key processes (functions)?
    b. Have you established any metrics (managing tools) to determine the health of your administration program (i.e., timeliness, quality, customer support value, etc.)?
    c. What results have you collected?
    d. What have you done with the results you collected?

1. How effective is your wing's Aerospace Education Program? (Wing/CC, Wing/DAE)

2. How do you know your wing's Aerospace Education Program is relevant? (Wing/CC, Wing/DAE)
    a. Wing plan of action, semi-annual and annual activity reports. (Written, Distributed)
    b. Unit visitations and feedback from field personnel. (Frequency, Assistance)
    c. Seminars (Topics, Type Attendees [AEO, General Member, Teacher], Locations)
    d. Conferences (Purpose, Scope, Frequency, Evaluations)

3. How do you ensure your key processes are maintained to satisfy customer requirements? (Wing/DAE)
    a. Plan of Action: Provides annual aerospace education (AE) vision, measurable goals, mission objectives with prioritization, sequencing, standards explicitly delineated. Developed annually. Developed by Wing DAE with Wing CC sign off. (CAPR 280-2, para 3c.(2))
    b. Staffing: Verify qualified, interested personnel are recruited to AE positions: orient and train AE officers, visit, monitor activities and performance of AE personnel in wing staff, squadron and group positions. (CAPR 280-2, para 3)
    c. Internal AE: Cadet Support with encampment AE program, squadron meeting AE programs, and cadet competition teams. (CAPR 280-2, para 2a(1), para 3c, d and CAPM 50-16 Fig 8-1)
    d. Internal AE: Senior Member Support: Conduct AE in Squadron Leadership School (SLS); support and record Yaeger/AEPSM achievement; recruit, orient, train aerospace education specialists (215 track); prepare aerospace education articles, displays, activities. (CAPR 280-2, para 2a(2), para 3c, d
    e. Information: Through AE newsletter, AE seminars, and unit bulletin boards, Internet Web pages, etc. (CAPR 280-2 para 2a(d) and 3c, d)
    f. National Award Nominations: Prepared for AE mission awards and Brewer Awards. (CAPR 280-2, para 4)

g. External AE: Workshop support to educational institutions, especially colleges and universities. Liaison with schools, civic groups, state agencies, national agencies, and other AE groups. National Award Nominations prepared for Brewer, Crown Circle and Crossfield awards. National Congress on Aviation and Space Education recruit and assist participants.

h. Assessment: Gather AE reports from units; compile information into semi-annual activity reports; compare results to goals in annual Plan of Action. (CAPR 280-2, para 2b and 3c, d)

4. How will you continue to improve processes and the quality of the AE Program? (Wing/DAE)
    a. Needs Assessment: Annually conduct a needs assessment of staffing, the internal AE program, the external AE program and incorporated desirable and achievable changes in Plan of Action. (CAPP 15)
    b. Performance Check: Annually assess Plan of Action achievement and subordinate unit achievement through review of submitted reports.   Do personal reviews with cadets, seniors, teachers, RDAEs, AE personnel and Wing Commander.
    c. Apply Feedback: Make personnel, Plan of Action, process changes based on needs and past performance.

5. What successes have resulted from your improvement efforts? (Wing/DAE)

6. How do you measure how well you are doing achieving your goals, standards and mission? (Wing/DAE)
    a. Reports from squadron and group, Wing AE Activity Reports, and Plan of Action.
    b. Mission Award nominations, and subsequent "winners."
    c. Feedback from superiors and subordinates (individuals and organizations).
    d. Feedback from wing/group/unit involved, AEMs.

7. Has the Wing AEO sought advice and assistance from the CAP Region DCS of AE (Volunteer) or the CAP Region DAE (corporate employee)? If not, why not? If so, what was the benefit to the Wing AE program?

NOTE: All references are to CAPR 52-16, unless otherwise noted.

1. How effective is your Wing Cadet Program? How do you know your Wing Cadet Program is on track? Is your Cadet Program run according to the guidelines set forth in CAP directives? What are you doing in your Cadet Program above and beyond those guidelines?

2. Does the Wing Director of Cadet Programs have contact with Cadet Program representatives in the local units? Does the Wing Director of Cadet Programs routinely visit local units?

3. What sort of recruiting initiatives have been made available from the Wing level to increase the number of cadets in the Wing? How do cadets get involved in recruiting opportunities?

4. What percentage of your cadets remain in Civil Air Patrol for a second year? Are most cadets becoming senior members or dropping out of CAP when forced to by age or other reasons? How is the Wing Cadet Program involved in the retention of cadets?

5. How are cadets progressing through the Cadet Program? How many cadets have received Mitchell, Earhart, Eaker, and/or Spaatz awards? Is the Wing Director of Cadet Programs involved in setting up presentations of these awards?

6. Do you have a schedule or operations plan for upcoming Cadet Program events and activities? Do you publish a wing calendar of events?

7. What kinds of activities are being made available to cadets within the wing?
    a. How are cadets being informed about local, wing, region, and national activities?
    b. How often does your wing conduct a basic encampment? How many cadets attended a basic encampment this year? Of those, how many were first time encampment attendees? Are the plans of the most recent encampment available? If so, how closely do they conform to CAP directives?
    c. How many cadets have been given orientation flights this year? Do cadets receive several flights on the same day or is it spread out over a period of time?   What priority do cadet orientation flights take within your wing's flight operations?
    d. Are Wing Cadet Competition and Color Guard Competitions being held?

e. Do cadets participate in conferences and seminars at all echelons of the program?

f. How often does the Cadet Advisory Council meet? What is the Cadet Advisory Council's role at your wing? Are the Cadet Advisory Council's meeting minutes on file, and are these reports distributed in a timely fashion?

g. What arrangements do you make for military orientation flights?

h. Does the wing sponsor scholarships for cadets to attend activities, flight training, etc.?

8. Has the wing initiated any joint activities or projects with outside organizations having similarities with or advantages for the Cadet Program such as the Boy or Girl Scouts of America, the Experimental Aircraft Association, Soaring Society of America, or local ROTC units?

9. Has the wing been supporting region activities such as the Region Cadet Competition, speech and/or writing competitions, and cadet leadership schools?

10. How many cadets applied for National/Regional Cadet Special Activities? How many cadets participated in these activities?

11. How many cadets applied for IACE? Has your wing sponsored/hosted IACE?

12. How does information on CAP Scholarships get out to the cadets? How many cadets applied from your wing?

13. Has the wing been involved in the uniform chit program?

14. Are cadets being utilized in all areas of the CAP missions? (CAPR 55-1, para 1-8f)

a. How many cadets participated in Emergency Services training and actual missions?

b. How many cadets hold Emergency Services mission ratings?

c. How many cadets have soloed and/or received pilot ratings through CAP flight programs?

15. Are cadets involved with local units of the armed forces, especially within the USAF family?

1. How long have you been the wing chaplain?

2. Using a 1 (poor) to 10 (excellent) scale, rate the overall effectiveness of your Wing Chaplain Service program.

3. Evaluate your involvement as a member of the Wing Commander's staff by answering the following questions:
    a. Are you included in Wing staff meetings? If no, please explain why not?
    b. Do you attend Wing Conferences? If no, please explain why not?
    c. When you attend, do you report on Chaplain Service activities at Wing Conferences? If no, please explain why not?
    d. Do you meet at least annually with Chaplains/MLOs assigned to your Wing? If no, please explain why not?
    e. Explain how the Command Staff notifies you when a chaplain is needed for a mission?
    f. How do you ensure religious services are provided for all CAP activities that last over a weekend? Explain.
    g. How do you ensure that every encampment and cadet special activity has a chaplain present on its staff? Explain.

4. Recruitment of Chaplain Service personnel is a top priority of the Chaplain Service. Please evaluate your Wing's involvement in this area.
    a. How many chaplains and moral leadership officers were recruited in the past 12 months?
    b. Do you keep in contact with prospective chaplains/MLOs whose application is pending? How?
    c. Explain how you keep in contact with new chaplains/MLOs appointed to your Wing? For example, do you have a mentoring program in effect?
    d. In what ways do you encourage Commanders of squadrons without an assigned chaplain or MLO to recruit one?
    e. In what ways could the National Staff Chaplain be of assistance to you in your recruiting efforts?

5. Several times during the year, the National Staff Chaplain furnishes you a copy of Chaplain Service personnel assigned to your Wing.
    a. How do you use this information to contact chaplains/MLOs whose dues are up for renewal?

b. Show examples of how you write to chaplains/MLOs who have moved outside your Wing to encourage them to transfer their membership? Do you write a letter or call the gaining Wing Chaplain? Do you initiate a CAP Form 2a on chaplain personnel who need to be transferred?

c. How do you coordinate with appropriate staff agencies to ensure Chaplain Service personnel in your Wing, who have requirements for promotion, are processed in a timely manner?

6. Providing for the ongoing training of chaplains and MLOs is an important part of a Wing Chaplain's job.

a. How do you encourage chaplain participation in the total senior member training program (i.e., promotions etc.)?

b. How do you encourage attendance of Chaplains and MLOs at the Chaplain Service Region Staff College?

c. How do you insure chaplain service personnel are involved in Wing SAR/DR training scenarios?

7. What improvements---not covered above--- have you made in the past 2 years or while serving as Wing Chaplain?

8. What suggestions would you like to give to the National Staff Chaplain or Chief of the Chaplain Service to improve the CAP program for chaplains and MLOs?

1. Program Effectiveness:
    a. What communications support requirements do you have?
        (1) Internal to CAP (Commanders, staff officers, units, lower & higher HQ)
        (2) External to CAP (Federal, State, Local agencies, or other organizations)
    b. What methods do you use to measure the effectiveness of your support both internal and external to CAP? (surveys, tracking, etc.)
        (1) What do you do with the feedback you receive?

2. Planning:
    a. Are Communications Plans reviewed and/or updated annually? *(Ref CAPR 100-1 Vol 1 para 2-2)*
    b. Was the plan rewritten since the revision of CAPR 100-1 Vol.1?
    c. Do you have a forward-looking strategic plan for you communications program?
        (1) What goals and milestones are used to keep the plan on time and on track?
        (2) Do you and your staff periodically review and update the strategic plan?

3.   Processes:
    a. How do you review the records?
        (1) How do you regularly purge records when members transfer or do not renew?
    b. How are unit communications periodically monitored? *(Ref CAPR 100-1 Vol 1 para 6-4 & CAPM 20-1 pg 31)*
    c. How do you periodically review the resources available to the communications program? *(Ref CAPM 20-1 pg 30)*
        (1) How do you periodically review and purge your wing communications staff and critical communications assignments?
        (2) How do you periodically review the assignment of communications equipment for the best support of the mission?
        (3) How is communications equipment accounted for and tracked?
    d. How do you work to improve your program?
        (1) Do you solicit suggestions or critiques for the improvement of your program? (internal and external to CAP)?
            (a) What do you do with the suggestions?

4. Coordination/Communication:
   a. Is your commander kept informed about your communications program and its activities?
   b. Do you hold regular meetings of your communications officers on the air or at wing conferences and commanders calls? *(Ref CAPR 100-1 Vol 1 para 5-5b)*

5. Program Successes:
   a. What successes have resulted from your mission effectiveness? (This is your chance to brag)
   b. How do you gather and report your mission effectiveness? *(Ref CAPR 100-1 Vol 1 para 3-2)*
   c. Have you up channeled your program successes and activity?

1. <u>MANAGEMENT</u>:
   a. Are the wing commander, director of operations, and wing liaison office kept informed on the wing CD program and its activities? How and how often?
   b. Is the LO/LNCO involved in training/objective setting/monitoring? How?
   c. Is the CAPF 82, Counterdrug Activity Report, reviewed on a recurring basis? How is the review documented? Is the CAPR 84, Counterdrug Flight/Mission Plan completely filled out to include mission requester name/phone number and a list of mission results?
   d. Are periodic visits made to observe unit CD operations? By whom and how often?
   e. Are meetings of CD personnel held periodically (e.g. wing conferences and commanders' calls)? How are they documented?
   f. Does a qualified flight release officer properly release CD missions?
   g. Are sufficient records kept/is a specific plan in place to ensure the wing's aerial marijuana search, clandestine airfield, and airport survey CD missions are productive and not simply flown to/over the same areas time and time again?
   h. Are all CD missions only flown at the direction of the responsible Customs, DEA, or other Federal-authorizing agency?
   i. Are training missions properly requested and approved via the CAP Form 10 IAW CAPR 50-15 procedures?
   j. Do CD transportation missions adhere to the 500 mile maximum HQ CAP/DOC guidelines?
   k. Have prisoners been specifically prohibited from flying in CAP aircraft?
   l. How does the wing CD officer ensure compliance with posse comitatus restrictions?
   m. Does the wing CD officer ensure search and survey CD missions adhere to HQ CAP/DOC stated guidance by requiring a crew compliment of at least a pilot and observer?
   n. Does the wing use twin aircraft to accomplish its CD mission? If so, on what types of missions?

2. <u>MANNING</u>:
   a. Are sufficient, trained personnel available? (CAPR 50-15, para 2-2c, Atch 18 &19)
   b. Are all CD personnel properly screened? (CAPR 50-15, para 2-2c, Atch 18 &19) How is this determined?

c. Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled?

d. Have all counterdrug personnel been CAP members for at least two years (or a waiver obtained)? (CAPR 50-15, para 2-4g(1) and 2-4h(1)) How is this determined?

e. Are CD personnel lists periodically purged? (CAPR 50-15, para 2-2c) How and by whom?

3. RESOURCES:

a. Are the resources available to the CD program periodically reviewed?

b. Are equipment resources adequate for the CD mission?

c. How is CD equipment accounted for and tracked?

d. How is additional required equipment identified and purchased?

e. Are non-CAP personnel flying in CAP aircraft properly authorized? (CAPR 60-1, para 2-6)

f. What is your percentage of use of private aircraft in the CD mission?

g. What actions have been taken to meet training for current federal/state/local MOUs?

4. PROGRAM QUALITY:

a. Are CD customers periodically contacted to see if their needs are being met? How?

b. What methods are used to gather critiques or suggestions for improvement?

c. How are suggestions for program improvement handled?

d. Does the wing have a separate CD funds account and how are the expenditure of said funds tracked?

e. Are all customers or potential customers of the CD program contacted at least annually?

f. What successes have resulted from improvement efforts? Is this information forwarded up the chain of command?

g. Are CD mission numbers open for a specific period of time (recommend one week or less)?

h. Are specific mission objectives identified and associated with the issuance of mission numbers?

i. Is the wing CD officer involved in the decisions on how the CD funds are spent?

j. Does the CDO prepare a budget of CD expenditures for the CC and Region Counterdrug Director (CDD)?

k. If equipment is purchased with CD funds for the wing headquarters, how is the cost prorated?

1. <u>MANNING</u>:
    a. Has the wing ES officer completed Emergency Services Level II Specialty Track training? (CAPP 213) If yes, please provide documentation for all certifications.
    b. Does the wing ES officer have any assistants? If yes, explain the duties and responsibilities of each assistant, and how each is qualified to hold that position?

2. <u>EMERGENCY SERVICES PLANNING & COORDINATION</u>:
    a. Has the wing published additional guidance to CAPR 55-1? If yes, please provide copies of all additional guidance, and approvals from higher headquarters as required. (CAPR 55-1, para 1-4)
    b. Is the agreement with the state's emergency management agency and its supporting plans updated on a scheduled basis to ensure currency and effectiveness? If yes, please provide documentation of the last update. (CAPR 55-1, para 2-2a(3))
    c. Has the wing coordinated with the state SARDA director to ensure that CAP is an integral part of the SARDA plan? (CAPR 55-1, para 6-7b) If yes, provide documentation of this coordination.
    d. Has the wing established contact with the primary SAR agencies in its area? (CAPR 55-1, para 4-2) If yes, provide documentation of this contact.
    e. Are the commander and operations personnel knowledgeable of the responsibilities and capabilities of the primary and secondary SAR agencies? (CAPR 55-1, para 4-2)
    f. Have any local agreements and joint operating procedures been formulated? If yes, please provide copies of them. (CAPR 55-1, para 4-2 and CAPR 55-1, chapter 3)
    g. What training is being conducted to meet the National SAR/DR Plans and existing federal/state/local MOU/MOAs?

3. <u>ALERTING PROCEDURES</u>:
    a. Does the wing ensure that responsible wing personnel can be contacted at any time by the Air Force Rescue Coordination Center (AFRCC), Air Force National Security Emergency Preparedness (AFNSEP) Office, state emergency response agencies or other organizations that may require CAP services? How is this accomplished? Explain. (CAPR 55-1, para 2-2a(1) and CAPR 55-1 Chapter 2, Section C)

b. Is accurate status of corporate equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) readily available to mission coordinators? (CAPR 55-1, para 2-2a and CAPR 55-1, Chapter 2, Section C)

c. Does the wing maintain a current alert roster of ES personnel and equipment, and has it been forwarded to all agencies as required (AFRCC, AFNSEP, HQ CAP/DO, etc..)? If yes, please provide a copy. (CAPR 55-1, 2-2a)

d. What method is used to alert wing personnel and ensure that accurate mission data is disseminated? (i.e. fax, e-mail, voice mail, etc.) Please explain. (CAPR 55-1, Chapter 2, Section C)

e. When was the last test of the wing alerting system outside of normal mission operations conducted? Please provide documentation as to who was available for that test. (CAPR 55-1, para 2-8)

f. Have standardized mission coordinator kits been provided for all MCs? Please provide a copy. (CAPR 55-1, 2-2b(5))

4. EMERGENCY SERVICES TRAINING:
   a. Does the wing have current documentation on all ES qualified personnel and trainees (CAPF 100s and supporting documentation)? (CAPR 55-1, para 2-2b(4))

   b. Was a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations? (CAPR 50-15, para 2-4f(2)(d))

   c. Do ground team members posses a current Red Cross basic first aid card or equivalent? (CAPR 50-15, para 2-4m)

   d. Has the wing developed a program to track currency requirements for all ES qualified personnel? Show us how this was accomplished.(CAPR 55-1, para 1-3)

   e. Have training requirements and training been coordinated with other staff agencies? Please provide documentation to demonstrate this coordination and outline what training has been accomplished since the last QAFA and is currently planned? (CAPR 55-1, para 2-2b(3))

5. MISSION RECORDS:
   a. Are complete records pertaining to each authorized mission maintained for at least four years at wing headquarters? (CAPR 55-1, para 1-13)

   b. Are requests for reimbursement filed in a timely manner? (CAPR 173-3, para 2.b.(2)(e))

6. SUMMARY: Are there any accomplishments that you have not already shown the team that you think others should see?

1. How has management created an environment for effective control of Civil Air Patrol funds?

2. What checks and balances have been established to avoid errors or misuse of funds and avoid dual reimbursement for the same item from two separate sources?

3. How are the minor maintenance portions of counterdrug and SAR mission reimbursements accounted for and what type documentation is maintained to show that payments are used for the proper purposes?

4. How do you account for any donated land, buildings and other fixed assets donated by:
    a. The Department of Defense?
    b. State or local governments?
    c. Private individuals?

5. How are reimbursements for counterdrug and search and rescue missions distinguished from one another in your accounting records?

6. How do you account for counterdrug administrative fee reimbursements?

7. How are membership dues accounted for?

8. Has a finance committee been established in writing and signed by WG/CC? (current WG/CC)?
    a. Has a wing budget been established for all departments? (CAPR requires a budget)

9. What is the purpose of the finance committee and how often does it meet? Are minutes taken these meeting and recorded?

10. How do you ensure that members of the finance committee are properly trained in and have adequate understanding of accounting procedures?

11. How are accounting records maintained?

12. How are petty cash funds administered and controlled?

13. How many bank accounts (excluding any accounts held for investment purposes such as Certificates of Deposit, Money Market Funds, etc.) are maintained? Does wing have any investments?

14. Who has the authority to administer funds and sign checks for the checking accounts?

15. Does a member of the finance committee perform and document quarterly audits of accounting records?

1. Describe the training and/or prior experience you have, which qualifies you for the position of Wing Inspector General.(CAPP 203)

2. Describe your program for inspection of subordinate units to include: (CAPR 123-3 and CAPR 60-2)
    a. Formal scheduling (CAPR 123-3, para 10)
    b. Review of inspection report by staff (CAPR 123-3, para 8aU)
    c. Follow-up on corrective action (CAPR 123-3, para 3c, 3d, 3e)
    d. Discrepancy close-out (CAPR 123-3, para 8a(4))
    e. No-notice inspections of flying units (CAPR 60-2, para 4a and 6)

3. Do you utilize a unit self-assessment program of any type?

4. How have you implemented the CAP Squadron Assessment Guide?

5. Review the Inspector General (IG) or Fraud, Waste, and Abuse (FWA) complaints you have handled in the past 3 years to include (all paras from CAPR 123-2):
    a. Proper documentation (para 1b, 5a, 7e)
    b. Safeguard of individual identity (para 4c, 4d)
    c. Closeout of complaint at lowest level (para 7f)
    d. Adequacy of overall action (para 7e)

6. Describe how you advertise to your wing, the purpose, capability, and authority of the IG to support an effort to handle problems at the lowest level.

7. Do CAP personnel in your wing use the IG system? If so, how?

8. What evidence or what proof do you offer your membership that the IG works for the commander?

1. How do you manage the Real Property Program?
    a. Licenses (CAPR 87-1, para 1)
    b. Leases (CAPR 87-1, para 3)
    c. Deeds (CAPR 87-1, para 4)

2. What efforts have you made to update and/or change your S-6 report?

3. Is there a wing representative on your local base (building, airport, etc.) facilities (space allocation) board? How has this representation helped your wing?

1. How do you manage the wing aircraft inventory?
   a. RCS: CAP S-5 Report (CAPR 67-4, Chapter 4)
   b. CAP Forms 37 (CAPR 67-4, para 2-6)
   c. Registration (CAPR 67-4, para 2-7)
   d. Operations Monthly Activity Report (CAPR 60-1, para 2-8) Report should be available for review.

2. Do you have any leased aircraft?
   a. Authorization (CAPR 67-4, para 2-5)
   b. Insurance (CAPR 67-4, para 2-5)

3. Has your wing sold any aircraft?
   a. Sale authorization (CAPR 67-4, para 3-3)
   b. Sale Documentation (CAPR 67-4, para 3-3b)
   c. Removal of all CAP markings and decals (CAPR 67-4, para 3-3b(7))

4. How do you transfer an aircraft? When was the last transfer? Why?
   a. Headquarters notification (CAPR 67-4, para 3-7)

5. How do you manage the aircraft maintenance program?
   a. Centralized Maintenance Management Program Supplement (CAPR 66-1, para 4)
   b. Aircraft maintenance records (CAPR 66-1, para 5)
   c. Airworthiness Standards (CAPR 66-1, para 2b)
   d. Time in Service (CAPR 66-1, para 2d)

6. What placards are placed in the aircraft? (CAPR 66-1, para 6)

7. How is the external appearance of the aircraft?
   a. Markings (CAPR 66-1, para 7a)
   b. Paint schemes (CAPR 66-1, para 7b & 7c)
   c. Wash schedule (local directives)
   d. Hangar capability during inclement weather (CAPR 66-1, para 16)

8. How do you track aircraft inspections?
   a. 100 Hours (CAPR 66-1, para 8a)
   b. Annual (CAPR 66-1, para 8b)

9. How do you track routine maintenance?
   a. Oil changes (CAPR 66-1, para 9a)
   b. Corrosion control (CAPR 66-1, para 9b)
   c. Tire changes (local directives)

      d. Flaptrack lubrication (especially C-182RGs) (local directives)

10. How do you monitor equipment requirements?
    a. Aircraft shoulder harness (CAPR 66-1, para 10)
    b. Modified seat requirements (CAPR 66-1, para 12)
    c. Fire extinguisher requirements (CAPR 66-1, para 13)
    d. Comm/Nav equipment updates (GPS, WX scopes, Standby Vacuum System, etc.) (local directives)
    e. Survival Kits/Proper flotation devices (if required) (local directives)

11. How do you monitor operations costs?
    a. Record of maintenance costs (CAPR 66-1, para 15)
    b. Flying hour cost calculations (CAPR 66-1, para 15a & 15b)

12. How do you tie down your aircraft? (CAPR 66-1, para 16)
    a. Tie down inspections
    b. Tie downs replaced as necessary

13. What improvements have you made?

14. How do you solicit feedback from your customers and give feedback to your suppliers?

15. What process is used to make sure all unit personnel have the necessary resources to enhance their job performance?

16. What's hard about your position and what are you doing to reduce the workload?

17. What successes have your improvement efforts produced to your wing's aircraft maintenance program?

18. Is additional equipment in baggage compartment accounted for each flight's weight & balance?

CAP FORM 71, Sep 98
(Front Side)

CAP FORM 71, Sep 98
(Back Side)

1. <u>MANAGEMENT:</u>
    a. Are deputies/assistants assigned as needed and IAW CAPM 20-1, page 13?
    b. Are suspension procedures enforced IAW CAPR 60-1, para 2-11?
    c. Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required? (CAPR 60-1, para 2-6)
    d. Are flight clinics scheduled, conducted IAW CAPR 50-11?
    e. How are subordinate unit Dos selected? How often do you communicate?
    f. Are supplements forwarded to National Headquarters as required? Be prepared to show any supplements you have written. (CAPR 60-1, para 1-3)
    g. Are supplements and local OIs easily understood? Do they provide additional guidance for operating conditions typical for this wing?
    h. Is the Operations Monthly Activity report accurately and legibly prepared IAW the latest HQ CAP directives? Is it sent on a monthly basis? (CAPR 60-1, para 2-8)
    i. Are corporate aircraft assigned to units according to need and utilization? How is corporate aircraft use and condition monitored? How is privately owned/rented aircraft use monitored? Is the DO doing his/her part to ensure each CAP aircraft is flown an average of 200 hours per year? Should be prepared to show documentation.
    j. How do FROs ensure flight safety within the wing? In what role do they see themselves in this process? Do you meet the recommended goal of not more than three FROs per assigned aircraft/flying unit?
    k. Are the FROs the most experienced flight-knowledgeable members available? Do they meet the requirements of CAPR 60-1, para 5-4? Is there documentation appointing flight release officers?
    l. How are FROs initially trained and is there any continuation training? Is the training documented?
    m. How does the FRO release a flight? Is the checklist in CAPR 60-1 followed? Should be prepared to show documentation.
    n. Are there any wing or local supplements for FRO procedures?
    o. Have any requests for a flight clearance been turned down and for what reason?
    p. Is the FRO program properly documented? (CAPR 60-1, para 5-2a)
    q. Are CAPFs 99 forwarded to the wing LO as required? (CAPR 60-1, para 5-5c)
    r. Are no-notice inspections of flying units conducted on an annual basis? (Be prepared to show records of inspections including corrective actions) (CAPR 60-2, para 4a and 6) What method is used to ensure CAPR 99's are expeditiously forwarded to LOs.

s. How does the wing manage, track, and document missions flown under the 911T program? Are WG/CC and LO approval obtained before a 911T mission is authorized?   Are these approvals documented?   Who comprises no notice inspection team? Documentation?

2. <u>STANDARDIZATION AND EVALUATION:</u>
   a. Has the Wing Standardization and Evaluation officer established procedures to implement a stan/eval program? (CAPR 60-1, para 3-7)
   b. Are CAP instructor pilots, check pilots and mission pilots designated in writing by the wing commander? (CAPR 60-1, para 3-2c(3)and 3-2d(6))
   c. Are a limited number of highly qualified check pilots appointed, with wing commander concurrence, to assist in the implementation of the Check Pilot Program? (CAPR 60-1, para 3-7)
   d. Has the Standardization and Evaluation Officer and each check pilot completed the National Check Pilot Standardization Course (NCPSC) within the last 2 years? (CAPR 60-1 para 3-2d(4), para 2-9.l)
   e. Are pilot's flight records/files maintained IAW CAPR 60-1, para 2-9 and contain a copy of all CAPF 5s establishing aircraft qualification and currency? (CAPR 60-1, para 2-9, 3-5a b c) Does HQ maintain HQ assigned pilots' original records? Does the HQ maintain copies of pilot records?
   f. How is qualification and currency monitored?
   g. Are sufficient numbers of flight clinics and national NCPSCs conducted to fulfill the needs of the wing?   Show attendance rosters.
   h. Does the stan/eval officer have a list of squadron stan/eval officers and check pilots, and does he communicate with them on a regular basis?
   i. Are copies of the Checkride Newsletter being distributed to all CAP instructors and check pilots?

3. <u>AGREEMENTS, MEMORANDUM OF UDERSTANDING/</u>
<u>AGREEMENTS, SUPPLEMENTS AND/OR OPERATING INSTRUCTIONS:</u>
   a. Have local agreements/MOUs/MOAs been forwarded through the CAP Wing Commander and Region Commander to National Headquarters for review, comment and approval?
   b. Has the wing entered into local agreements with the state, search and rescue organizations, or military organizations? (CAPR 55-1, Chapter 3)

c. Does the wing have copies of all current federal, state, and local MOUs on file?

4. <u>COUNTERDRUG:</u>
   a. Is the DO fully involved in the day-to-day management of the wing's CD program?
   b. Before flight release, what system is in place to ensure proper mission planning?
   c. What steps has the wing taken to ensure that aircrews are customs/DEA security screened and trained by USCS/DEA prior to engaging in the mission?
   d. Are the CAP Counterdrug Mission Coordinators designated by the wing commander? (CAPR 55-1, para 7-2a)
   e. What steps has the wing taken to ensure the minimum aircrew requirements are met prior to a member engaging in the CD mission? (CAPR 50-15, para 2-2, 2-3 & 2-4)
   f. Are requests for reimbursement filed in a timely manner? (CAPR 173-3, para 2b(2)(e))
   g. Has the wing LO/LNCO pre-approved CD training missions? Are they kept apprised of actual CD missions?
   h. Are crews documenting mission results on a CAPF 84? (CAPR 55-1, para 7-7c and Atch 10)
   i. Does the DO review Form 84s on a regular basis to ensure proper utilization of CAP aircraft for CD missions? Do the Form 84s list mission results?
   j. Is a summary of CD mission activity provided to the wing commander, region commander, and HQ CAP/DOC? (CAPR 55-1, para 7-7e)
   k. Are the 15% Administrative Reimbursement Funds being accounted for as prescribed in CAPR 173-3, 3c?

5. <u>AFROTC/CAP INITIATIVE:</u>
   a. Does your wing have an AFROTC/CAP initiative program? If yes continue, if no proceed to end.
   b. Is someone within the wing designated to monitor, track, and actively manage the program? Are they aware of the program goals? (Mgt Item and FY 97 AFROTC/CAP Initiative Joint Operating Instructions(JOI), para 3c(4))
   c. Does this person frequently contact and coordinate with the wing LO and AFROTC program monitor?
   d. Are flight orientations for the AFROTC cadets scheduled as early during the school year as possible?
   e. Is each flight orientation day quickly followed up with a reconciliation of what CAP pilots will submit on CAPFs 108 and

what was turned in by AFROTC cadets to their program coordinator?

f. Are CAPFs 108 for the flight orientations turned in to the LO in a timely manner? (FY 97 JOI Annex B, para 5e(3))

g. Is the AFROTC program monitor afforded the opportunity to comment on the CAP wing's performance? Is this opinion sought by the wing? Is feedback sought from the wing LO?

h. Are AFROTC cadets encouraged to participate in wing activities other than the flight orientations? (FY 97 JOI para 3a)

i. Is aircraft ferry flight time monitored and steps taken to minimize the amount of ferry time? (FY 97 JOI, Annex B, para 5b)

j. Are cadet sorties monitored to bring the average sortie length as close to 1.0 hours as possible? (FY 97 JOI, Annex B, para 5a)

1. How effective is your wing Personnel program? How will you continue to improve your processes and the quality of the wing personnel program? How do you measure how well you are doing to support your goals, standards, and mission accomplishments?

2. Do you consider that your program is on track? Why or why not?
    a. Membership status (growth)
    b. New members (CAPM 39-2)
    c. Renewals (retention)

3. Are all units properly designated and manned? (CAPR 20-3, para 2)
    a. Membership strength/standards
    b. Organizational charts for all levels (CAPM 20-1, para 21b)
    c. Senior member position descriptions
    d. Senior member assignments (CAPR 35-1)

4. Are all charter and organizational actions processed promptly? (CAPR 20-3)
    a. Control of charters and organization changes
    b. Activating new units
    c. Deactivating units
    d. Updating unit commander, meeting places, unit address, etc.
    e. Annual charter review

5. Are all personnel matters recorded/maintained properly? (CAPM 39-2, Section B)
    a. Personnel records
    b. Active/inactive
    c. Monthly membership listings
    d. Assignment and Duty Status (CAPR 35-1, para 2 & 3)
        (1) Eligibility for assignment
        (2) Assignment actions
    e. Duty Status (CAPR 35-1, Section B)
        (1) Active
        (2) Patron
        (3) Suspended Member
        (4) Retired

6. Are new membership applications handled properly? (CAPM 39-2, para 2-2 & 3-2)
    a. Cadets – eligibility requirements
    b. Seniors – eligibility requirements

7. Are the Monthly Membership Listings reviewed regularly for corrections as well as to identify members who need to renew? (CAPM 39-2, para 1-10)

8. What are the proper procedures for notification in case of death, injury or serious illness? (CAPR 35-2)

9. What are the proper procedures for membership termination? (CAPR 35-5, Section C)
    a. Reasons to terminate cadet membership
    b. Reasons to terminate senior membership
    c. Notification procedures
    d. Appeal procedures
    e. Difference between a termination/nonrenewal

10. Explain how promotions are managed. (CAPR 35-5)
    a. Promoting authority
    b. Eligibility requirements
    c. Promotion procedures
    d. Demotion procedures
    e. Promotion boards
    f. Methods of promotion

11. Are members wearing the CAP uniform properly? (CAPM 39-1)
    a. Wear policy
    b. Weight and grooming standards
    c. AF-style uniforms
    d. CAP distinctive uniforms

12. Are members properly rewarded for their service or achievements? (CAPR 39-3)
    a. Decorations
    b. Cadet program awards
    c. Senior program awards
    d. Aerospace education award
    e. Activity and service ribbons and badges

13. Is the CAP nondiscrimination policy explained and adhered to? (CAPR 39-1)
    a. Nondiscrimination in federally assisted programs
    b. Responsibility of region and wing commanders
    c. Reports

The Public Affairs Officer's (PAO's) primary function is to help the commander continuously improve unit communications with the community, the media, and CAP members.

1. How are you working with wing staff members to achieve HQ CAP's primary public affairs objectives, as outlined below:
    a. To increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security?
    b. To promote cooperation between CAP and other aviation organizations?
    c. To acquaint the public with the importance of aerospace power as part of our national security? (CAPM 190-1, para 1-5)

2. How do you work with the wing commander to fill all unit PAO positions? Is a written plan available to do this? (CAPM 190-1, para 1-4)

3. How do you prepare the unit PAOs to be fully mission capable?
    a. How do you work with the commander and mission coordinator to ensure PAOs can be contacted?
    b. How do you ensure the PAO is fully involved with disaster response and other emergency service activities?

4. How do you ensure PAOs throughout the wing have sufficient equipment and budget support from the commander?

5. How are you involved with fundraising activities for CAP?
    a. How are the unit PAOs encouraged to get involved with fundraising?
    b. How do you make sure the unit PAOs are familiar with fundraising methods?

6. How do you ensure field PAOs obtain proper technical training? Specifically, training in news writing, photography, broadcasting and public service announcements production, recruiting and advertising, and newsletter production? How do you ensure PAOs are properly trained, especially in actual SAR/DR Missions, to deal with the news media? (CAPM 190-1, para 4-5, para 4-8 and para 5-1)

7. How do you inform media representatives of CAP events? (CAPM 190-1, para 4-1)

a. Are your news releases tailored to the needs of the media?
b. Do you keep a list of media contacts?

8. Have you established a team to assist you in wing public affairs functions? How do you delegate responsibilities to team members?

9. How do you assist the commander in managing controversies that have the potential to affect the wing?

10. How do you keep CAP members informed and educated about CAP matter? (CAPM 190-1, para 9-1, and para 9-2)
    a. Do you publish a unit newsletter?
    b. Does your unit conduct a commander's call?
    c. How do you provide and receive updates from unit PAOs?
    d. In what other ways do you support internal communications within the wing?
    e. Do you use e-mail to carry out internal communications?
    f. Does your wing manage a home page on the Internet? Do you publish your news releases on it?
    g. Do you have written communications plan?

11. How do you make your unit a part of the local community? (CAPM 190-1, para 12-1)
    a. How do you involve the wing staff in interacting with local military, government, education, business, civic clubs and media groups?
    b. How do you inform these groups of CAP activities in aerospace education, cadet programs, emergency services, search and rescue (SAR), drug reconnaissance (DR) and other mission areas?

12. How do you ensure Air Force commanders are aware of the service CAP can provide their units and the Air Force in general?

13. In what ways do you work the Air Force, Air National Guard or Air Force Reserve PAOs? (CAPM 190-1, para 12-5 and para 12-6)

14. How do you obtain customer feedback from the Red Cross, FEMA, FAA or other agencies with whom the CAP works?

15. How do you ascertain satisfaction or dissatisfaction with the public affairs program from the wing commander and unit commanders?

16. How do you measure the effectiveness of your overall Public Affairs Program?

17. How do you measure the effectiveness of individual public affairs programs, such as media or internal relations?

18. How do you intend to improve your processes and the quality of your programs?

1. How effective is your wing safety program?

2. How do you know that your wing safety program is on track?

3. RESPONSIBILITIES:
    a. Is someone within the wing designated to monitor, track, and actively manage the program?
    b. Has the wing commander published a supplement to CAPR 62-1, which addresses how the Pilot Proficiency Program will be conducted and the procedures for reporting completion to the wing? Does it also contain local policy guidance? (CAPR 62-1, para 1b)
    c. What evidence is there that subordinate unit commanders have an accident prevention program (letters, reports, bulletins, directives, or operating procedures)? (CAPR 62-1, para 1c)
    d. What other duties are assigned the safety officer, if any? (CAPR 62-1, para 1d)

4.   MANNING:
    a. Are safety officers appointed in writing? (CAPR 62-1, para 2a)
    b. Are safety assistants assigned as needed? (CAPR 62-1, para 2a)
    c. When a unit has aircraft assigned, is the safety officer or assistant a pilot? (CAPR 62-1, para 2a)
    d. To whom is the safety officer directly responsible? (CAPM 20-1)
    e. Is a current safety-manning roster, showing assignment of safety officers in subordinate units, maintained by the wing safety officer? (CAPR 62-1, para 2a)
    f. Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office? (CAPR 62-1, para 2a(2)) What qualifications do they have as accident Prevention counselors?

5. SAFETY EDUCATION:
    a. Is ground and flying safety information briefed monthly at unit meetings? (CAPR 62-1, para 2b(1))
    b. Is a roster of individuals in attendance maintained? (CAPR 62-1, para 2b(1))
    c. Is the monthly headquarters safety bulletin briefed to all personnel in units with pilots and placed on the bulletin board or in a read file? (CAPR 62-1, para 2b(1))
    d. Are previous summaries and attendance rosters covering the past twelve months on file? (CAPR 62-1, para 2b(1))

e. Have any guest speakers been used in safety briefings? (CAPR 62-1, para 2b(1))
f. Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)? (CAPR 62-1, para 2b(3))
g. Are applicable portions of the yearly analysis briefed or published and sent to all wing personnel? Are the recommendations evaluated and accomplished as appropriate?

6. <u>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM</u>:
a. Are CAP Forms 26, CAP Safety Improvement or Hazard Report, readily available? Do personnel know what they are and how to use them? (CAPR 62-1, para 2c)
b. Are FAA Forms 8740-5, Safety Improvement Report, readily available? Do personnel know what they are and how to use them?

7. <u>ACCIDENT PREVENTION</u>:
a. Are any local directives or other forms of guidance published in the area of accident prevention? (CAPR 62-1, para 2d)
b. Is there any evidence of coordinated activity with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical? (CAPR 62-1, para 2e)
c. How has your unit implemented Operational Risk Management into day-to-day operations as directed by the NEC?

8. <u>SAFETY SURVEYS/INSPECTIONS</u>:
a. Has an internal safety survey been scheduled and accomplished annually? (CAPR 62-1, para 2f)
b. Has a suspense system been established to ensure all deficient items are corrected prior to close-out of the report? (CAPR 62-1, para 2f)
c. Are copies of completed surveys forwarded to next higher headquarters? (CAPR 62-1, para 2f)
d. Is there evidence that the commander is reviewing safety surveys? (CAPR 62-1, para 2f)
e. Has the wing commander established procedures to monitor the internal safety survey program of subordinate units? (CAPR 62-1, para 2f)

9. <u>AWARDS PROGRAM</u>:
a. Has an effective awards program been established within the wing? (CAPR 62-1, para 3, 5, & 9)
b. Have previous year's Certificates of Achievement, CAPC 48, been presented to qualified units? (CAPR 62-1, para 6)

10. PILOT PROFICIENCY PROGRAM: Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing? (CAPR 62-1, para 8)

11. ACCIDENT REPORTING:
   a. Are local accident reporting procedures established? (CAPR 62-2, para 4)
   b. Has the unit commander or his designee reported all accidents on CAP Form 78 through channels? (CAPR 62-2, para 5a)
   c. Has a CAP Form 79 been submitted on all applicable accidents? (CAPR 62-2, para 6)
   d. Are accident reports (CAP Forms 78 & 79) complete and accurate? (CAPR 62-2, para 5 & 6)

12. How do you ensure your key processes are maintained to satisfy customers?
   a. Have you established a regular contact time with unit safety officers?
   b. Is feedback sought from the unit safety officers?

13. How will you continue to improve your processes and the quality of the wing safety program?
   a. Are safety publications obtained and reviewed for new information and new ideas?
   b. Are safety goals established, disseminated, and reviewed on a regular basis?
   c. Are other organizations/companies/agencies contacted for new information and new ideas?
   d. Are you constantly looking for new people to become safety officers?
   e. Are you seeking to find new ways to reward significant safety efforts?

14. What successes have resulted from your improvement efforts?

15. How do you measure how well you're doing to support your goals, standards, and mission accomplishment?

1. Has the wing Director of Senior Programs been appointed in writing, IAW CAPR 10-3, para 3??

2. Is a senior training reference library being maintained, IAW CAPR 50-17, para 2-2?

3. Has the wing commander assigned a wing Test Control Officer (TCO) in writing, IAW CAPR 50-17, para8-1a?
   a. Does the wing maintain copies of unit TCO appointments, IAW CAPR 50-17, para2-3?
   b. Is a test inventory log maintained, IAW CAPR 50-4, para 7?
   c. Are testing mateerials being secured, IAW CAPR 50-4, para 5 & 6?
   d. Are ECI course examinations being routed and controlled by the wing Test Control Office, IAW CAPR 50-17, para 8-1b (3d)?

4. Are the Senior training Reports (STR) used as a management tool for SPOs, commanders, and the wing, IAW CAPR 50-17, para 2-6?

5. Has the Director of Senior Programs updated wing staff CAPF 45b's, IAW CAPR 50-17, para 2-4b?

6. Is Level 1 Training being completed quarterly, IAW CAPR 50-17, para 3-1, 3-6?
   a. Does the wing maintain copies of all CAPF 11's for Level 1, IAW CAPR 50-17, para 3-4?

7. Have all senior members completed Cadet Protection Policy Training (CPPT), IAW CAPR 50-17, para 3-4?

8. Has the wing conducted a Squadron Leadership School (SLS) and Corporate Learning Course at least annually, IAW CAPR 50-17, para 4-6b, 5-3c?

9. Are SLS and CLC Course Directors appointed by the wing commander, IAW CAPR 50-17, para 4-6d, 5-3e?

10. Are CAPF 11's for SLS and CLC completions signed by the wing commander and forwarded to HQ CAP/ETS no later than 14 days after completion of the course, IAW CAPR 50-17, para 4-6e, 5-3f?

11. Are senior program awards processed in a timely and appropriate manner, IAW CAPR 50-17, para 2-5?

1. How do you manage the wing supply program?
    a. Property management (CAPM 67-1, Chapter 1, Para 1-3)
    b. Current plus 2-years property document registers (CAP Form 38) (CAPM 67-1, para 2-1a)
    c. Survey/audits – Maintain a copy of the last annual survey/audit along with the wing commander's corrective action report. (CAPM 67-1, Chapter 5, Para 5-5)
    d. Does the Wing LG have a supply officer appointment file with copies of all supply officer appointments (CAP Form 2a) in the wing? (CAPM 67-2, para, 2-1e, and 3-8a, b, & c)
    e. Has the wing supplemented the basic CAPM 67-1 and forwarded a copy to the LO, LR/LG and CAP/LGS? (CAPM 67-1, para 1-1)
    f. What procedures have the wing established to ensure CAP property is used only in support of CAP programs? (CAPM 67-1, para 1-3)

2. How do you maintain accountability of equipment and ensure a viable logistics program?
    a. Does the wing LG have a unit requirement listing on file? (CAPM 67-1, para 2-1d)
        (1) Do you provide updated requirements through the LO to the LR/LG annually NLT 30 June? (CAPM 67-1, para 3-5a)
        (2) Does the wing have a serial number control file? (CAPM 67-1, para 2-2c)
        (3) Does the wing have a loan of property file? (CAPM 67-1, para 2-3b)
    b. Expendable Property
        (1) Maintain an expendable property file, current plus 2-years (CAPM 67-1, para 2-1c (3))
        (2) Separate file for expendable receipts (CAPM 67-1, para 2-1c(1) and CAPF 37 or DD Form 1348)
        (3) Separate file for expendable issue (CAPM 67-1, para 2-1c(2) and CAPF 111)
        (4) Separate file for expendable disposals (CAP Forms 37 and other appropriate documentation) (CAPM 67-1, para 2-1c(3))
        (5) Is the CAP Form 111 only used for issues of expendable items to individuals within the wing? (CAPM 67-1, para 3-3c)
    c. Non-expendable Property
        (1) Does the Wing LG have a separate non-expendable property file for every unit in the wing? (CAPM 67-1, para 2-1b and 2-2a)
        (2) Does the wing non-expendable property file contain only current copies of every unit's S-3, S-8, and/or S-9 as appropriate? (CAPM 67-1 para 2-1b, 2-2a, and 3-11 note)

(3) How does the wing file non-expendable receipts? (CAP Forms 37 and DD Form 1348s) (CAPM 67-1, paras 2-1b and 3-6a)

(4) Are assets transferred to units on a CAP form 37 using non-expendable transfer procedures? (CAPM 67-1, para 3-8)

(5) Has the wing established written guidance on the assignment of non-expendable serial numbers for equipment received without a serial number affixed? (CAPM 67-1, para 2-2c)

(6) Does the wing have a separate individual issue file, by name, for each individual's CAP forms 37? (CAPM 67-1, para 2-3a)

(7) Are individual issue CAP Forms 37 revalidated annually, January through April? (CAPM 67-1, para 3-7d)

(8) Does the wing LG have an aircraft record file? (CAPM 67-1, para 2-2b)

(9) Does the wing LG have a vehicle record file? (CAPM 67-1, para 2-2b)

(10) How do you provide training in the accomplishment of "Reports of Survey" (ROS)? Do you encourage the use of a ROS to investigate the loss of non-expendable equipment and "write off" that which is lost, stolen or unretrievable?

d. Disposal of Property: Is all disposal IAW CAPM 67-1 Chapter 4 and approved in advance, in writing, by HQ CAP-USAF? (CAPM 67-1, Chapter 4)

e. Unit Deactivation: Does the wing follow established retrieval procedures for CAP equipment from deactivated units? (CAPM 67-1, Chapter 3, Para 3-10.)

f. Authorized DRMO screeners including LR/CC approval letters for alternates. (CAPM 67-1, Chapter 5, Para 5-1 and CAP-USAFR 67-2, para 5.b.)

3. Do you consider your supply and equipment storage area adequate in size, convenience of location, weather-tightness, and security from theft?

4. How do you solicit feedback from your customers and give feedback to your suppliers?

5. What process is used to make sure all unit personnel have the necessary resources to enhance their job performance?

1. How do you manage the wing transportation program?
    a.   Operations management
    b.   Vehicle management

2. How do you maintain vehicle records?
    a. Vehicle folders
    b. Registration
    c. Titles
    d. Vehicle inventory
    e. Insurance records

3. How do you authorize operators and passengers?
    a. CAP Operator's Permits/state drivers' licenses
    b. Does WG/CC review operator's records biannually?
    c. Authorizations for non-CAP members as passengers

4. How do you monitor use of CAP vehicles?
    a. Periodic briefings/published policy of official-use-only guidelines
    b. Authorization to use privately owned vehicles
    c. Safety inspections/briefings

5. Do your vehicles have a set periodic inspection/maintain schedule with a commercial vender? (i.e., Oil changes, tire rotations, etc.)
    a. Owner's manual for periodic maintenance
    b. Copies of repair/maintenance documentation

6. How do you maintain vehicle appearance standards?
    a. CAP seals
    b. Wing (Region) vehicle identification numbers
    c. Paint
    d. Other markings/exterior equipment

7. Do you document use of buses?

8. How do you solicit feedback from your customers and give feedback to your suppliers?

9. What process is used to make sure all unit personnel have the necessary resources to enhance their job performance?

CAP FORM 74, Sep 93
(Front Side)

CAP FORM 74, Sep 93
(Back Side)

1. Does the wing have a Drug Demand Reduction Administrator assigned? Who is it?

2. What squadrons participate and around which installations?

3. Which squadrons are eligible to participate?

4. Have joint working relationships been established with the following?
    a. USAF base Drug Demand Reduction Coordinator
    b. USAFR base designee
    c. National Guard Drug Demand Reduction Coordinator
    d. USAF base youth center

    If so, what programs have been accomplished and what are planned?

5. Have joint working relationships been established with DDR personnel from the Army, Army Reserve, Navy, Navy Reserve, Marines or Marine Reserve?

6. Is the wing conducting DDR activities such as drug awareness briefings, the Red Ribbon campaign, etc.?

7. Does the wing commit funding to the DDR program in addition to funds received from National Headquarters as part of the DDR Initiatives Program?

8. How is program success measured?
    a. Are all DDR activities tracked?
    b. Are lists of participants maintained?
    c. What are the goals and specific objectives of the wing?
    d. How many Air Force, Air Force Reserve and Air Guard family members are participating in your DDR activities?

9. The directors of aerospace education and cadet programs included in development of the programs and activities? If so, how?

10. How have the Air Force / Air Force Reserve / Air National Guard, benefited from the DDR funds expended within your wing? What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard or reserve, and civilian)? Is the installation commander aware of the program and its effect on the members and/or dependents of his/her organization?

1. How do you manage the LO Program?
    a. Resent the CAP-USAF Commander
    b. To the Wing Commander
    c. Coordinate budget issues
    d. Work the operational aspects of the AF Reserve Program within the wing
    e. How do you carry out your Advice, Liaison, & Oversight responsibility? How do you determine if you're successful? What determines which CAP mission areas need attention?

2. Do you maintain accountability and document a viable LO program?
    a. Visitation program (formal and informal including 45-day follow-up of survey audits)
    b. Present at CAP Activities (SAR, meetings, etc.)
    c. Wing/office logistics activities
        (1) Transfer of DOD assets
        (2) Authorized screeners including LR approval letters for alternates (CAP-USAFR 67-2, para 5b and CAPM 67-1, para 5-1a)
        (3) Receipt of Property
        (4) Turn-in of property back to DRMO (CAP-USAFR 67-2, para 10a and 10b)
        (5) Vehicle utilization (CAP-USAFR 67-2, para 9b(3) and S-2 Report)
        (6) Fraud, Waste & Abuse (CAPR 123-2, para 5 and CAP-USAFI 90-201 para 43)
        (7) Validate expenditure of government funds
        (8) Advise, assist and oversight of wing programs
        (9) Comply with AF standards Listing of assigned wing supply officers (CAP Form 2a and CAP-USAFR 67-2, para 9b(3))
    d. What type of records management (file) system is used
    e. Are sufficient quantities of CAP, AF, and CAP-USAF regulations and forms in stock to accomplish the LO function?
    f. How do you manage your office budget? What are your sources of money
    g. Are you a member of the Wing's Financial Working Group? Are you aware of wing expenditures? What input if any do you have in the financial management of the wing?

3. Describe the relationship which exists between the Liaison office and the CAP Wing/Region and CAP-USAF LR Staff. How have you improved the relationships?

4. What process is used to make sure all personnel have the necessary resources to enhance their job performance? (S-2, S-8, and S-9 Reports; CAPM 67-1 para 3-5a, CAP-USAFR 67-2 para 9.b.3)

5. What type of unit visitation schedule do you utilize? And is it published? And are your visits documented? (LO Handbook, Ch 12, para 4c)

6. How is the LR/CC kept informed of LO and CAP Wing activities within your state/area of concern?

7. What is being accomplished to ensure host-base support is adequate? (LO Handbook, Ch 12, para 3a)

8. What type of contact do you have with state authorities? And how often?

9. What type of relationship is established with ROTC and JROTC units within your state/area of concern?

10. How do you advise and assist CAP personnel in general?

11. How do you recommend improvements to the Wing Commander?

12. What types of relationship are established with other government agencies in your areas of responsibility?

13. How are SARs, DRs, and special missions and exercises monitored?

14. How are cadet encampments supported?

15. How is the Cadet Flight Orientation Program supported?

16. How do you support Aerospace Education?

17. How do you ensure that CAP reimbursement claims for AF authorized mission expenditures are properly processed? How do you ensure validity of these claims? Do you compare those claims filed against the Air Force with those claims filed against the state to ensure no double reimbursement has occurred?

18. How are reservists being productively used?

20. What is done to preclude a conflict between reserve duties and CAP duties for those reservists who are active CAP members?

21. What actions are taken when nonproductive reservists are identified?

22. How do you ensure there is Air Force presence (LO. LNCO, Reservist, or CAP-USAF/LR) at all CAP training events funded with appropriated dollars?

23. In what local civic organizations have you made lectures, presentations, etc., about CAP and its activities and capabilities?

24. Do you review all CAP activities for safety implications? If you note a potential safety problem, who do you notify? If CAP does not eliminate your safety concerns, do you cancel the activity and/or remove AF Instrumentality, and notify the LR/CC?

25. Is the Liaison office in the accident/incident notification chain within your wing?

26. Are accident reports and violation data reviewed to determine adequacy of information provided and consistency of action taken?

27. How do you monitor the wing's safety program and what types of suggestions or assistance have you provided? How do you gauge the success of your wing's safety program? Is the LO an FAA Accident Prevention Counselor?

28. What level pilots license and medical does the LO currently hold? What percentage of their last fiscal year's budget did the LO fly? How many hours did that budget equate to? In the last 90 days, 30 days; what was the LOs: flight hours (day/night/instrument/simulated instrument), number of landings (in all aircraft qualified), and number of approaches? How does the LO log their flying events for FAR currency?

29. Does the LO self-release or use the wing FRO program? If the LO self-releases, how does the LO log their flight release?

30. For what activities did your wing use military airlift in the last three years (O'flights and national activities)?

WING ASSESSMENT GUIDE

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